



## **Managers in Partnership National Committee Guide**

1. The national committee (“the committee”) shall determine MiP policy concerning healthcare, the organisation and representation of members and the terms and conditions of their employment. Responsibility for the management of MiP and any question relating to the interpretation of these rules rests with the joint UNISON/FDA management board.
2. Members of the committee shall conduct themselves in accordance with the attached guide “Your Role”.
3. The committee shall comprise up to 20 members as follows:
  - a. Northern Ireland one seat
  - b. Scotland two seats
  - c. Wales two seats
  - d. each NHS region in England except London one seat
  - e. London two seats
  - f. up to three members co-opted under paragraph 16
  - g. the chief executive.
4. Any change in the number or boundaries of NHS regions in England shall not affect the distribution of seats until the next regular elections.
5. Members of the committee shall hold office for two years starting on 1 January in the year following their election. Members elected in a by-election to fill a casual vacancy shall serve the remainder of the two year term.

### **Elections to the committee**

6. Elections to the committee shall be administered by the chief executive to a timetable sufficient to secure
  - a. not less than four weeks for nominations and
  - b. not less than four weeks for voting.
7. No by-election shall be held within the period of six months ending with the expiry of the two year term of office.
8. The election will be overseen by members of the management board, which shall resolve any election disputes.
9. No member shall be eligible for nomination unless he/she has been a member for at least 13 weeks on the date nominations open and is up to date with his/her contributions to MiP or UNISON or FDA as appropriate. No member shall be eligible for nomination if he/she has been disqualified from candidature in an election in UNISON or FDA.
10. Nominees must be MiP members in their constituency at the date of nomination and election. Each nomination shall be on a form provided, which must be signed by the nominee and by three nominating members from the same constituency.

11. The nominee must provide all information required on the nomination form, including information to be distributed in the ballot packs in one format.
12. Each candidate may provide an election address of up to a maximum number of words as determined by the chief executive. The election addresses shall be distributed in the ballot packs in one format provided that the chief executive may decline to distribute an election address he/she considers defamatory or offensive. A candidate shall provide an indemnity in respect of the contents of his/her election address.
13. Voting shall be by members in each constituency. Each member up to date with his/her contributions to MiP or UNISON or FDA at the close of nominations shall be entitled to vote in the election.
14. In contested elections, voting shall be by a single transferable voting system.

**Proceedings of the committee**

15. At its first meeting after taking office, the committee shall elect a chair and a vice-chair. The chief executive shall serve as secretary to the committee.
16. By a vote of not less than two-thirds of those entitled to vote, the committee may co-opt up to three members, each of whom must be eligible for election as set out in paragraph 9.
17. Seven voting members of the committee shall constitute a quorum.
18. Each member of the committee, except co-opted members and the chief executive, shall have one vote. In the event of a tie, the chair shall have a casting vote.
19. In the event of a member of the committee ceasing to be qualified as a nominee under paragraph 9 or 10, he/she shall cease to be a member of the committee.

## YOUR ROLE

You are a member of the national committee of Managers in Partnership (MiP), a partnership between UNISON and the FDA. The committee is MiP's independent policy making body; responsibility for the management and funding of MiP rests with the joint management board set up by UNISON and FDA.

MiP helps healthcare managers to do the job they are passionate about: deliver dignified and effective healthcare. Your job is to represent your constituency and the interests of all MiP members in formulating MiP's policies on healthcare, the NHS and workplace relations, including negotiations; and the representation, recruitment and organisation of MiP members. In particular, you will:

- oversee MiP's partnership working with government, politicians, the media, and other healthcare organisations;
- decide how best to promote good management skills and values;
- champion equality and diversity, and fair employment practice;
- set the growth strategy for our young and innovative trade union organisation;
- build our community, by fostering opportunities for managers to network and share knowledge with like-minded professionals; planning our conference; and supporting MiP's link members; and
- develop the links with our partner unions, the FDA and UNISON.

The committee will exercise collective responsibility, and you will be expected to represent the committee's views at the MiP conference and elsewhere. When representing MiP, you will be an ambassador of the organisation, talking on issues that matter to MiP members, upholding their values, and maintaining our political neutrality.

Your time commitment will be for at least four committee meetings a year and attendance at the MiP conference. Most business between meetings will be done by email and phone. You might decide to do more but you cut your own cloth. Reasonable expenses incurred on committee business are met by MiP. Most employers will allow reasonable time off for these duties, but, if necessary, we can help address any questions and concerns it might have.

Finally, you will wish to inform members in your constituency regularly about the Committee's work, e.g. via newsletters, email bulletins, websites, letters and at meetings. The national officer for your area will work with you closely and support you in your role.